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Hill County

BEAVER CREEK PARK

17863 Beaver Creek Rd
Havre, MT 59501
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April 12, 2021

Hill County Commissioners
315 Fourth Street
Havre, Montana 59501

Dear Commissioners:

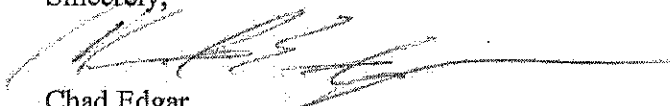
The Hill County Park will have one (1) seasonal Laborer positions open for hire. The position pays \$10.71 per hour plus all applicable Hill County benefits.

This position performs labor duties in the operation of the park. A full job description and applications are available at the Havre Job Service.

All completed applications must be returned to the Havre Job Service. This position is open until filled.

For more information, please contact Chad Edgar at 395-4565.

Sincerely,


Chad Edgar

HILL COUNTY

POSITION DESCRIPTION

APRIL 2021

POSITION: Laborer

DEPARTMENT: Parks

ACCOUNTABLE TO: Superintendent of Beaver Creek Park

SUMMARY OF WORK: Performs duties of cleaning, maintenance, and repair of park grounds and facilities. May collect fees.

JOB CHARACTERISTICS:

Nature of Work: This position performs labor duties in the operation of the park. Position requires work outdoors, but may do some office work. Position is on-call for emergencies. May perform strenuous physical labor and work in adverse weather. Hazards include exposure to moving parts of machinery, waste, power tools, fire, and chemicals; requires adherence to standards of safety.

Personal Contacts: Limited contact with the general public when performing cleaning and maintenance duties; daily contact when selling permits.

Supervision Received: Supervision from the Superintendent on a daily basis.

Essential Functions: Position requires ability to communicate; walk on uneven ground; visually inspect premises; shovel; lift heavy objects weighing up to 100 pounds; operate hand power tools; operate heavy equipment including tractors, backhoe, pumpers, mowers, and pickup; collect fees.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

Cleans and maintains park; mows grass; builds campgrounds.
Works in office to sell permits; handle money; and deal with the general public.
Empties large containers of garbage.
Cleans outhouses.
Maintains and repairs buildings and equipment.
May clean lodge, cabins, shops, and bathhouses in Camp Kiwanis.
Builds and repairs tables.
Assists to rebuild buildings at Camp Kiwanis and maintain water/sewer systems.
Operates and maintains all equipment.
Performs other related duties as required.

JOB REQUIREMENTS: The successful applicant must be able to perform the following job requirements with or without reasonable accommodation.

Knowledge: This position requires a general knowledge of maintenance and repair of buildings and operation of heavy machinery; safety procedures in working with waste, chemicals, and machinery.

Skills: This position requires skills in cleaning, maintenance and repair.

Abilities: This position requires the ability to: follow safety procedures; work independently; communicate effectively; follow verbal and written instructions; establish effective working relationships with fellow employees, supervisors, and the public.

EDUCATION AND EXPERIENCE:

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

- A High School diploma.
- Experience in operation of heavy equipment preferred.
- First Aid training and certification preferred.
- Must possess valid driver's license and have access to transportation.

JOB PERFORMANCE STANDARDS:

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Performs assigned duties.
- Follows safety procedures in performance of duties.
- Provides for clean and maintained park buildings, outhouses, and campgrounds.
- Competently operates and maintains all equipment.
- Accurately calculates, collects, and records fees.
- Deals tactfully and courteously with the public.
- Observes work hours and is punctual.
- Establishes and maintains effective working relationships with fellow employees, supervisors and the public.